

Selected References Used in the Preparation of Program Guidance for Part 1304

Below are listed selected references, drawn from the hundreds of publications that were consulted in the development of the Guidance to the *Head Start Program Performance Standards*. We wish to acknowledge the importance of these materials and thank the authors for their contributions to the Guidance.

General References

Head Start Bureau. (1993). *A guide for operating the Head Start home-based program option*. Catalog #HS8440.

Head Start Bureau. (1993). *Head Start home visitor handbook*. Catalog #HS8443.

Head Start Bureau. (1992). *Fun and learning for parents and children — An activities handbook for parents*.

Head Start Bureau. (1992). *A handbook for involving parents in Head Start*. Catalog #HS4500.

Head Start Bureau. (1992). *Multicultural principles for Head Start programs*. Catalog #HS11264 (English); Catalog #HS11265 (Spanish).

Head Start Bureau. *Training guides for the Head Start learning community*. Washington, DC: U.S. Department of Health and Human Services. As of September 1997, 20 guides had been published. An additional 19 guides are in process; contact the Head Start Publications Management Center for updated list.

Foundation Guides

Building a supportive community.

Effective transition practices: Facilitating continuity.

Engaging parents.

Laying a foundation in health and wellness.

Nurturing children.

Participating in the management process.

Setting the stage: Including children with disabilities in Head Start.

Technical Guides

Communicating with parents.

A design for family support.

Enhancing children's growth and development.

Enhancing health in the Head Start workplace.

Leading Head Start into the future.

Leading the way: A guide for the Head Start management team.

Observing and recording: Tools for decision making.

Partners in decision making.

Planning for transitions.

Preventing and managing communicable diseases.

Promoting mental health.

Supporting children with challenging behaviors: Relationships are key.

Sustaining a healthy environment.

Child Health and Developmental Services

- Head Start Bureau. (1995). *EPSDT: A guide for Head Start programs*. Catalog #HS1510.
- Head Start Bureau. (1994). *Head Start dental health curriculum*. Catalog #HS1000.
- Head Start Bureau. (January/February, 1993). *National Head Start Bulletin*, "Screening and assessment in Head Start."
- American Academy of Pediatrics. (1994). Committee on Infectious Diseases. *1994 Red Book: Report of the Committee on Infectious Diseases (23rd ed.)*. Elk Grove Village, IL: Author.
- American Academy of Pediatrics. (1995). *Recommendations for preventive pediatric health care*.
- American Academy of Pediatrics (Pennsylvania Chapter), The Early Childhood Education Linkage System (ECELS). (1996). *Preparing for illness: A joint responsibility for parents and caretakers*. Washington, D.C.: National Association for the Education of Young Children.
- American Public Health Association & American Academy of Pediatrics (supported by the Maternal and Child Health Bureau). (1992). *National health and safety performance standards: Guidelines for out-of-home child care programs*. Arlington, VA: National Center for Education in Maternal and Child Health.
- Aronson, S., Smith, H., & Martin, J. (1993). *Model child care health policies*. Pennsylvania: American Academy of Pediatrics.
- Green, M. (Ed.). (1994). *Bright futures: Guidelines for health supervision of infants, children, and adolescents*. Arlington, VA: National Center for Education in Maternal and Child Health.
- Kendrick, A. S., Kaufmann, R., & Messenger, K. P. (1995). *Healthy young children: A manual for programs — 1995 Edition*. Washington, DC: NAEYC.
- Meisels, S. J., & Provence, S. with the Task Force on Screening and Assessment of the National Early Childhood Technical Assistance System (NEC*TAS) (1989,1992). *Screening and assessment: Guidelines for identifying young disabled and developmentally vulnerable children and their families*. Arlington, VA: Zero To Three/National Center for Clinical Infant Programs.
- National Center on Child Abuse and Neglect. (1992). *Child abuse and neglect: A shared community concern*. (DHHS Publication No. (ACF) 92-30531). Washington, D.C.: U.S. Government Printing Office.
- Office of Disease Prevention, U.S. Department of Health and Human Services. (1994). *The clinician's handbook of preventive services*. Alexandria, VA: International Medical Publishing, Inc.

Child Development and Education

- Head Start Bureau. (1987). *A guide for education coordinators in Head Start*. Catalog #HS01.
- Bredekamp, S. & Copple, C. (Eds.) (1997). *Developmentally appropriate practice in early childhood programs: Revised Edition*. Washington, DC: NAEYC.
- California Department of Education. (1993). *Developmental programs for infants/toddlers: Addendum to exemplary program standards*. San Francisco: Author.
- Derman-Sparks, L., and the A.B.C. Task Force. (1989). *Anti-bias curriculum: Tools for empowering young children*. Washington, DC: NAEYC.
- Lally, J. R., Griffin, A., Fenichel, E., Segal, M., Szanton, E. & Weissbourd, B. (1995). *Caring for infants and toddlers in groups: Developmentally appropriate practice*. Arlington, VA: Zero to Three/The National Center.

Child Health and Safety

See listings under Child health and developmental services.

Child Nutrition

- See listings under Child health and developmental services, especially Green (1994) and Kendrick, Kaufmann & Messenger (1995).
- Head Start Bureau. (1994). *Head Start nutrition education curriculum*. Catalog #HS2001.
- Head Start Bureau. (1987). *Training guide for foodservice personnel in programs for young children*. Catalog #2000.
- U. S. Department of Agriculture, Food and Consumer Service. (1995). *Child and Adult Care Food Program. Child care center handbook*. Alexandria, VA: Author.
- U. S. Department of Agriculture, Food and Nutrition Service. (1993). *Infant nutrition and feeding: A reference handbook for nutrition and health counselors in the WIC and CSF programs*. Alexandria, VA: Author.
- U. S. Department of Agriculture. (1989). *A planning guide for food service in child care centers*. Alexandria, VA: Author.
- U. S. Department of Agriculture, U. S. Department of Health and Human Services. (1995). *Nutrition and your health: Dietary guidelines for Americans*. Alexandria, VA: Author.
- U. S. Department of Agriculture, Human Nutrition Information Service. (1992). *Food guide pyramid*. Alexandria, VA: Author.

U.S. Department of Health and Human Services, Health Resources and Services Administration, Maternal and Child Health Bureau (1997). *Making food healthy and safe for children: National health and safety performance standards Guidelines for out-of-home child care programs*. Vienna, VA: National Maternal and Child Health Clearinghouse.

Wardle, F. & Winegarner, N. (1992). Nutrition and Head Start. *Children Today*, 21(1), 5-7.

Additional nutrition resources, including a fact sheet listing children's books about food and nutrition, are available from:

The Food and Nutrition Information Center
National Agricultural Library, Room 304
10301 Baltimore Boulevard
Beltsville, MD 20705
Phone: (301) 504-5719
FAX: (301) (504)-6409

Child Mental Health

See listing under Child health and developmental services, especially Green (1994) and Kendrick, Kaufmann & Messenger (1995).

Head Start Bureau. (1994). *As I am*. Catalog #HS1751.

Head Start Bureau. (January/February, 1994). *National Head Start Bulletin*, "Head Start and mental health."

Head Start Bureau. (1994). *Responding to children under stress A skill-based training guide for classroom teams*. Catalog #2255.

Head Start Bureau. *Mental health in Head Start: A wellness approach*. Catalog #HS1750.

Holmes, M. & Robertson, B. (1995, Summer/Fall). Why Head Start and mental health associations should collaborate. *NHSA Journal*, XIV(1), pp. 24-28.

McCracken, J. B. (Ed.). *Reducing stress in young children's lives*. Washington, DC: NAEYC.

Slaby, R. G., Roedell, W. C., Arezzo, D. & Hendrix (1995). *Early violence prevention: Tools for teachers of young children*. Washington, DC: NAEYC.

Family Partnerships

Head Start Bureau. (1996). *A Head Start handbook of the parent involvement vision and strategies*. Catalog #HS4516.

Head Start Bureau. (1994). *Supporting substance-abusing families: A technical assistance manual for the Head Start management team*. Catalog #HS2250.

- Head Start Bureau. (1992). *A guide for providing social services in Head Start*. Catalog #HS3002.
- Head Start Bureau. (1992). *A handbook for involving parents in Head Start*. Catalog #HS4500.
- Head Start Bureau. (1991). *Promoting family literacy through Head Start programs*. Catalog #HS 11430.
- Head Start Bureau. (1980). *Social services training manual*. Catalog #HS3000.
- Head Start Bureau. *Easing the transition from preschool to kindergarten: A guide for early childhood teachers and administrators*. Catalog #10766.
- Head Start Bureau. *Exploring parenting curriculum*. Catalog #HS4053, #HS4058 (English); Catalog #HS4054, #HS4059 (Spanish).
- Head Start Bureau. *Looking at life curriculum*. Catalog #HS4052, #HS4051.
- Levine, J. A., Murphy, D. T., & Wilson, S. (1993). *Getting men involved: Strategies for early childhood programs*. New York, NY: Scholastic Inc.

Community Partnerships

- Head Start Bureau. (1991). *Head Start substance abuse guide: A resource handbook for Head Start grantees and other collaborating community programs*. Catalog #HS2252.
- Head Start Bureau. (1990). *A handbook for volunteer coordinators in Head Start*. Catalog #HS8790.
- Head Start Bureau. *Easing the transition from preschool to kindergarten: A guide for early childhood teachers and administrators*. Catalog #HS10766.
- Head Start Bureau. *Head Start volunteer policies*. Catalog #HS8970.
- Kagan, S. L., Goffin, S. G., Golub, S. A. & Pritchard, E. (1995). *Toward systemic reform: Service integration for young children and their families*. Falls Church, VA: National Center for Service Integration.
- Melaville, A. I., Blank, M. J. & Asayesh, G. (1993). *Together we can: A guide for crafting a profamily system of education and human services*. Washington, DC: U.S. Government Printing Office.
- Wynn, J., Costello, J., Halpern, R., & Richman, H. (1994). *Children, families, and communities: A new approach to social services*. Chicago, IL: Chapin Hall Center for Children at the University of Chicago.

Program Governance

- Head Start Bureau. (1996). *Linking our voices. A training program for the Head Start Policy Councils.*
- Head Start Bureau. (September/October, 1993). *National Head Start Bulletin*, "Head Start's partnership with parents in the decision-making process."
- Pavloff, G. & Wilson, G. (1972). *Adult involvement in child development for staff and parents.* Washington, DC: Humanics Associates.
- Stoesz, E. & Raber, C. (1997). *Doing good better: How to be an effective board member of a non-profit organization.* Intercourse, PA: Good Books.

Management Systems and Procedures

- Head Start Bureau. (1994). *Manual for Head Start administrators: Volume I: Head Start requirements.* Catalog #HS9500. Washington, DC: U.S. Government Printing Office.

Human Resources Management

- Head Start Bureau. (1994). *Developing a Head Start training plan.* Catalog #HS8000.
- Head Start Bureau. (1993). *Resource guide on Head Start employee assistance programs.* Catalog #HS8002.
- Head Start Bureau. (1983). *A guide to model Head Start position descriptions.* Washington, DC: U.S. Government Printing Office. Catalog #HS8001.
- National Association for the Education of Young Children. (1991). *Accreditation criteria & procedures of the national academy of early childhood programs.* Washington, DC: Author.
- Stone, J. G. (1969). *A guide to discipline* (rev. ed.). Washington, DC: NAEYC.

Facilities, Materials, and Equipment

- Head Start Bureau. (1995). *Head Start facilities manual.* Catalog #HS9500.
- American Public Health Association & American Academy of Pediatrics (supported by the Maternal and Child Health Bureau). (1992). *National health and safety performance standards: Guidelines for out-of-home child care programs.* Arlington, VA: National Center for Education in Maternal and Child Health.
- National Association for the Education of Young Children. (1991). *Facility design for early childhood programs: Resource guide.* Washington, DC: NAEYC.